

Treasurer Report - Board Meeting 1/15/25

1. Bank Account

- a. As of today, the balances are:
 - i. Checking \$13,222.66
 - ii. Savings \$8,189.64

2. Treasurer Transition

- a. I received all of the detail of the deposits made during 2024 from the bank. There was a \$60 research fee for them to gather this information. I now have a complete list of the Accounts Receivable for 2024 and 2025.
- b. I will be showing these outstanding balances on the 2026 invoices as well as the 6% late fee per year as stated in the CCRs.
- c. I am still working on the word document summary for the lawyer. Hoping to have this completed by the end of the month now that I have all of the bank activity accounted for.

3. Undeposited Checks

- a. Of the 12 total undeposited checks that were sent back to the homeowners/title companies only 4 have been received so far.

4. Accounts Receivable

- a. I have reconstructed all 2024 & 2025 dues payments and have a list of who has not yet paid. There was a \$60 research fee charged by Community Bank to gather the information for the 2024 dues.
- b. These outstanding 2024 & 2025 amounts will be included on the 2026 dues invoices that will be sent out next month.
 - i. Late Fees – per Section 8 of the CCRs, assessments not paid within 30 days of the due date are subject to 6% interest per annum.
- c. I would also like to be able to include any outstanding ARC fees with those invoices as well. Update on spreadsheet?

5. Estoppel Requests – There were 2 more received this month. Since our budget has not been formally approved, I have been using the old dues amount on the requests. I guess we will just be out the difference in the old budget and the new one - \$9.59 per lot.

- a. There was one sale confirmation received for 2604 Pinto Lane (Todd Stevens). This was an estoppel request completed by Jackie on 11/19/25. The homeowner circled the \$299.00 estoppel fee and wrote “Will not be paying” and attached a copy of the 2025 dues invoice and wrote the check number where they paid it.
- b. What does this mean? I am showing the property is paid current but I’m not sure what we can do for someone refusing to pay this fee.

6. Bills

- a. General Liability Insurance – Insurance applications were turned over to the agent on 1/6/26. We have been going back and forth with additional questions/information but have not received any formal quotes yet.
- b. Lawncare - \$280.00 invoice was received from Matt Willis for services performed 10/25/25 and 12/13/25.
- c. Becker – Annual retainer invoice of \$300.00 is due. Annual agreement also needs to be signed. Vote to re-sign?
- d. CNA Surety Bond was paid \$208.00.

7. Tax Returns

- a. I have reconstructed the 2024 financials and they are in line with the financial statement provided by the old accountant with the exception of Accounts Receivable.
- b. I received a quote from Freedom Tax for preparation of the last 2 years of outstanding returns for 300-350 per year.

8. Annual Meeting notices were mailed out 12/29/25.

9. 2026 Dues

- a. Dues Letter – review and approve
- b. I have updated the contact information on our Zelle account to be the Treasurer email address instead of Jackie's cell phone number.
- c. Owner Contact Sheet – I have a draft of an Owner Contact Information Sheet that will be mailed out with the 2026 dues invoices. I have added a section about if the property rented because this was something that came up with the insurance applications that we should have statistics on. Approval?

10. New Business

- a. Shed Proposals